

CITY OF CINCINNATI



SAFE AND CLEAN NEIGHBORHOOD FUND



GRANT APPLICATION

Submit Completed Grant Applications to:
Cincinnati Police Department
310 Ezzard Charles Drive
Fiscal & Budget, 3rd Floor
Cincinnati OH 45214

Questions:
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Guidelines, Grantmaking Process and Administration (Revised January 2005)

Background

The intent of City Council in adopting Councilmember Pepper's motion to establish the Safe and Clean Neighborhood Fund is to support and encourage community-based and community-initiated efforts to improve neighborhood safety, eliminate blight and increase neighborhood livability through neighborhood-level problem solving approaches.

The City will invest up to \$2 million from the "Anthem Fund" (proceeds to the City from demutualization of Anthem), up to \$1 million per year. By providing grants to support neighborhood and community projects enhancing the safety and quality of life in the community, the Safe and Clean Neighborhood Fund will aim to benefit as many communities as possible.

The purpose of this document is to further develop the concept's vision, objectives and goals, and also outline the process of review and decision-making regarding grants from the Safe and Clean Neighborhood Fund.

Vision of the Safe and Clean Neighborhood Fund

The external vision describes an ideal but achievable condition for the community. The external vision or desired outcome in the community for the Safe and Clean Neighborhood Fund is that *Cincinnati's neighborhoods become a national model for safety and livability.*

The internal vision describes the ideal but achievable condition for the Safe and Clean Neighborhood Fund itself—its operation, its administration and its implementation. The internal vision is that *the Safe and Clean Neighborhood Fund is a recognized effective catalyst for citizen-led neighborhood initiatives that result in safer, cleaner and more livable neighborhoods in the City of Cincinnati.*

Goals of the Safe and Clean Neighborhood Fund

There are three goals for the Safe and Clean Neighborhood Fund:

- Provide financial support for one-time costs (not operating expenses) for neighborhood-led initiatives to improve quality of life within the City's neighborhoods
- Support and encourage community-based and community-initiated projects
- Improve safety, eliminate blight, and improve livability in the City's neighborhoods

Number and Amount of Grants

Through the Safe and Clean Neighborhood Fund, the City of Cincinnati will disburse up to \$1 million each year until the funds are depleted. The maximum amount is \$100,000 for a neighborhood project.

In the past two years grants have been awarded in amounts ranging from \$500 - \$45,600. A joint project of four neighborhoods was funded for \$184,645, and a collaboration of ten neighborhoods received \$57,100. The majority of grants fall within \$1,000 - \$5,000.

Each application is evaluated on its own merit by a joint citizen- administration committee, which then makes its recommendations to be considered and approved by City Council.

Grantmaking Process

Council will empanel a five-member Fund Advisory Committee to review grant applications and make recommendations for funding. Council's Law and Public Safety Committee will receive and review the Fund Advisory Committee's recommendations for funding on a quarterly basis. City Council will then provide final approval for allocation.

Composition of the Fund Advisory Committee will be as follows:

- One representative from the Cincinnati Police Department; this representative will also serve as the Fund Advisory Committee's convener;
- One representative from Public Services Division;
- One representative from the City Manager's office;
- Two community members (representing a broad cross-section of the community) appointed by the Mayor and City Council.

Nominees will serve on the Fund Advisory Committee for the biennium. In the case of resignation or removal of a representative, the nominating party will replace their representative in time to participate in the upcoming quarterly round of application review and recommendation.

Quarterly Application and Disbursement

On a quarterly basis, the Fund Advisory Committee will review applications from citizen and community groups and make recommendations to Council's Law & Public Safety Committee for disbursement.

Provided are key application and disbursement dates:

<i>ACTIVITY</i>	<i>1st Quarter</i>	<i>2nd Quarter</i>	<i>3rd Quarter</i>	<i>4th Quarter</i>
Application Deadline	Feb. 11	May 13	Aug. 12	Nov. 11
Fund Advisory Committee review and recommendations	Mar. 3	June 2	Sept. 8	Dec. 1
Recommendation to City Council Committee for approval	Within 30 Days	Within 30 Days	Within 30 Days	Within 30 Days
Recommendation from Committee to full Council	Within 30 Days	Within 30 Days	Within 30 Days	Within 30 Days
Grants funded	90-120 days	90-120 days	90-120 days	90-120 days
First outcomes report from grantees	90 Days from Signed Contract	90 Days from Signed Contract	90 Days from Signed Contract	90 Days from Signed Contract

Eligibility and Criteria

Grant applications will be accepted from a wide variety of community groups and organizations including neighborhood Community Problem-Oriented Policing (CPOP) teams, Community Councils, Neighborhood Business District organizations, Citizen on Patrol organizations, and other recognized community organizations such as neighborhood improvement groups, block watch groups, etc. Broad participation will be encouraged. Collaboration between and among various neighborhood groups and organization will also be encouraged in application and in the implementation of qualifying projects.

Projects must demonstrate measurable outcomes (changes in the conditions of safety, cleanliness and livability) as a result of having completed the funded program response. Grant applications must provide information according to four key selection criteria:

- Severity of the Problem or Condition;
- Leverage of Resources (financial, volunteers, etc.);
- Effectiveness of the Proposed Response (including measurable outcomes), and
- Partnership/Collaboration.

Strengths in these four criteria will enhance the competitiveness of any proposal.

City of Cincinnati Safe and Clean Neighborhood Fund

GRANT APPLICATION

(8/04)

<i>Applicant Organization or Group</i> NAME:	
ADDRESS:	
CITY/STATE/ZIP:	
PRIMARY CONTACT NAME:	
PRIMARY CONTACT PHONE:	FAX:
PRIMARY CONTACT E-MAIL:	
TOTAL BUDGET FOR THIS PROJECT: \$	
AMOUNT OF THIS GRANT REQUEST: \$	
COMMUNITY(IES) SERVED BY THIS PROGRAM/PROJECT:	
SIGNATURE(S):	
DATE:	

1.	<p>Describe the overall project/program to be funded under this grant, using the SARA Model. (See Appendix for full description of the SARA Model.)</p> <p>a. SCANNING (Identify problem(s) such as blight, infrastructure, safety, or other using knowledge, police data, maps, citizen testimony about a problem that needs to be alleviated or eliminated to make the neighborhood safer and cleaner and more livable.)</p> <p>b. ANALYSIS (Use observations and information technology to uncover problem characteristics and underlying causes; use the “why” to help shape the response or “what to do.”)</p> <p>c. RESPONSE (Describe the specific solution(s) to help alleviate or eliminate the problem identified in your community. Show how this is designed to target the focal problem.)</p> <p>d. ASSESSMENT (Indicate the measurable outcomes this project/program solution will target, and the process for measuring the results.)</p>
2.	<p>Timetable for the project/program:</p>
3.	<p>Please indicate the City departments and other governmental agencies (if any) with whom you have worked to analyze the problem and identify the proposed solution. (Feel free to include support data from those agencies.)</p>
4.	<p>What are the measurable short-term and long-term outcomes of this project/program?</p>
5.	<p>Please list other funders this proposal has been or will be submitted. For each, indicate the amount requested, the status of the request (submitted, pending, funded, declined). If funded, specify amount.</p>
6.	<p>Please attach a project/program budget (showing revenue and line-item expenses).</p>

APPENDIX

Statement of Need: SARA Model

The SARA Model—Scanning Analysis, Response, and Assessment—has been used for some time in problem-oriented policing (POP) as a methodical process for problem solving. It is an integral part of the community policing underway in the City of Cincinnati and a requirement for Safe and Clean Neighborhood Fund grants.

The four stages of SARA are:

1. **Scanning:** spotting problems using knowledge, basic data and electronic maps.
2. **Analysis:** using hunches and information technology to dig deeper into problems' characteristics and underlying causes.
3. **Response:** devising a solution, working with and as a community, wherever possible.
4. **Assessment:** looking back to see if the solution worked and what lessons can be learned.

Criteria for the Safe and Clean Neighborhood Fund grants include:

- The program/project statement of need must reflect the Scanning and Analysis phases of the SARA Model applied to the community issue the grant is being requested to help solve.
- The statement of how the grant funds will be used must reflect the Response phase of the SARA Model applied to the issue the grant will be used to address.
- The Assessment phase of the SARA Model must be included in the grant request, indicating what the measurable outcomes (results) are, and how they will improve safety, cleanliness and overall livability of the target area against baseline measures prior to the project/program being implemented.
- Projects/programs must demonstrate a focus on “safe” and “clean” which together promote neighborhood livability.
- Collaboration with other organizations in the community will be looked upon favorably by the Fund Advisory Committee.
- All projects/programs receiving grants will be implemented within the City of Cincinnati limits.
- If possible projects/programs requesting funds must show evidence of matching funds from other sources (private donations, earned income, fundraisers, in-kind support) for the project/program.
- All projects/programs must be initiated in the program year, and demonstrate measurable impact within one year from receipt of funds.
- Grantees must comply with the reporting guidelines imposed by the Fund Advisory Committee.